

COUNTRY CLEARANCE INFORMATION

Name of Traveler: **MUST PROVIDE FULL NAME**

Title: **MUST PROVIDE FULL TITLE**

DATES OF TRAVEL: **MUST PROVIDE ALL DATES OF TRAVEL INCLUDING ANY PERSONAL TIME TAKEN ON THE TRIP. PLEASE SPECIFY**

PURPOSE OF TRAVEL (PLEASE SPELL OUT ALL ACRONYMS): MUST PROVIDE DETAIL PURPOSE OF TRAVEL THIS INCLUDES TITLES OF ALL PAPERS TO PRESENT AS WELL AS PURPOSE FOR TRAVELING TO MULTIPLE CITIES AND COUNTRIES

OTHER TRAVELERS IN PARTY (INCLUDING THEIR ORGANIZATION): MUST BE PROVIDED FOR ALL GROUP TRAVEL (THIS ALSO INCLUDES IF THERE IS YOU AND ONE OTHER TRAVELER)

ITINERARY: PLEASE FILL IN COMPLETELY. ALL TRAVEL ARRANGEMENTS MUST BE PROVIDED INCLUDING: AIR, RAIL, CAR, BOAT, ETC. MUST FILL OUT GRID COMPLETELY. PLEASE PROVIDE ALL METHODS OF TRAVEL AND COMPANY

DEPART (CITY & COUNTRY)	DATE	TIME	AIRLINE	FLT #	ARRIVE (CITY & COUNTRY)	DATE	TIME

HOTEL NAME, LOCATION AND TEL/FAX NUMBERS: MUST PROVIDE ALL CITIES AND COUNTRIES. ALL ARRANGEMENTS MUST BE PROVIDED INCLUDING ANY PERSONAL ACCOMODATIONS.

LOCATION	DATE IN / OUT		HOTEL NAME	ADDRESS	TELE / FAX

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POINT OF CONTACT (IN COUNTRY POC WITH TEL AND ORGANIZATION) :
MUST PROVIDE A POC IN THE COUNTRY YOU ARE TRAVELING FOR EACH COUNTRY VISITING

COUNTRY	ORGANIZATION	POC NAME	TELE/FAX	E-MAIL

E-mail address of TRAVELER: MUST PROVIDE TO RECEIVE A COPY OF CABLE
E-mail address of travel authorization preparer: MUST PROVIDE TO RECEIVE A COPY OF CABLE

CONTRACTORS/ INVITATIONAL TRAVELERS: MUST PROVIDE EMAIL ADDRESS OF CONTRACTING SUPERVISOR AND NOAA ON SITE SUPERVISOR